

Chauffeur (2 positions) (T)

Chauffeur (2 positions)

Preventive Maintenance Supervisor (T)

Preventive Maintenance Supervisor

Safety Program Coordinator (T)

Safety Program Coordinator

Visa Assistant (T)

Visa Assistant

FSN#2009/21 (T)

Chauffeur (2 positions)

OPEN TO: All Interested Candidates

POSITION: Chauffeur, FSN-2; FP-CC, trainee

OPENING DATE: May 8, 2009

CLOSING DATE: May 21, 2009

WORK HOURS: Full-time; 48 hrs/week

SALARY:

Not Ordinarily Resident (NOR): FP-CC

Ordinarily Resident (OR): FSN-2

The U.S. Embassy in Bangkok is seeking an individual for the position of Chauffeur in its General Services Office/Motor Pool Office(GSO/MTO), located at Rajdamri compound, American Embassy, Bangkok.

BASIC FUNCTION OF POSITION:

Drive motor pool sedans, station wagons, vans, trucks and/or buses used in transporting personnel, supplies and equipment for the embassy and supported agencies. Assignments may involve working extended hours, on weekends or on holidays.

QUALIFICATIONS REQUIRED:

NOTES: (1) All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. (2) For AEFMs, EFMs and MOHs, please see Post “Additional Selection Criteria” at the beginning of the “Employment Opportunities for U.S. Citizen Eligible Family Members (AEFMs), Eligible Family Members (EFMs), Members of Household (MOHs) and Current Locally Employed (LE) Staff Employees” or on the Bulletin Board in HR or on the Website.

(1) Completion of Secondary school (Mathayom 6); (2) One year’s experience as a professional chauffeur; (3) Level II (limited knowledge) speaking/reading/writing English and Thai; (4) Familiarity with the Bangkok road system, the location of Thai government offices and nearby cities; (5) Must be able to drive and possess a valid Thai driver’s license; (6) Must have basic automotive mechanical skill.

SELECTION PROCESS:

When equally qualified, U.S. citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

SUBMIT APPLICATION TO:

Regional Human Resources Office
Attention: Recruitment
American Embassy, 120-122 Wireless Road, Bangkok 10330, Thailand
E-mail: bkkrecruitment@state.gov
Fax: 02-205-4928

PLEASE ATTACH A COPY OF TRANSCRIPT AND DRIVER LICENSE

DO NOT ATTACH PHOTO

CLOSING DATE FOR THE POSITION: MAY 21, 2009

[FSN#2009/21](#)

[Chauffeur \(2 positions\)](#)

OPEN TO: All Interested Candidates

POSITION: Chauffeur, FSN-3; FP-BB

OPENING DATE: May 8, 2009

CLOSING DATE: May 21, 2009

WORK HOURS: Full-time; 48 hrs/week

SALARY:

Not Ordinarily Resident (NOR): FP-BB

Ordinarily Resident (OR): FSN-3

The U.S. Embassy in Bangkok is seeking an individual for the position of Chauffeur in its General Services Office/Motor Pool

Office(GSO/MTO), located at Rajdamri compound, American Embassy, Bangkok.

BASIC FUNCTION OF POSITION:

Drive motor pool sedans, station wagons, vans, trucks and/or buses used in transporting personnel, supplies and equipment for the embassy and supported agencies. Assignments may involve working extended hours, on weekends or on holidays.

QUALIFICATIONS REQUIRED:

NOTES: (1) All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. (2) For AEFMs, EFM's and MOHs, please see Post "Additional Selection Criteria" at the beginning of the "Employment Opportunities for U.S. Citizen Eligible Family Members (AEFM's), Eligible Family Members (EFM's), Members of Household (MOHs) and Current Locally Employed (LE) Staff Employees" or on the Bulletin Board in HR or on the Website.

(1) Completion of Secondary school (Mathayom 6); (2) Two years' experience as a professional chauffeur; (3) Level II (limited knowledge) speaking/reading/writing English and Thai; (4) Familiarity with the Bangkok road system, the location of Thai government offices and nearby cities; (5) Must be able to drive and possess a valid Thai driver's license; (6) Must have basic automotive mechanical skill.

SELECTION PROCESS:

When equally qualified, U.S. citizen Eligible Family Members (AEFM's) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

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CLOSING DATE FOR THE POSITION: MAY 21, 2009

[FSN#2009/67 \(T\)](#)

[Preventive Maintenance Supervisor](#)

OPEN TO: All Interested Candidates

POSITION: Preventive Maintenance Supervisor, FSN-6; FP-8, Trainee

OPENING DATE: May 8, 2009

CLOSING DATE: May 21, 2009

WORK HOURS: Full-time; 40 hrs/week

SALARY:

Not Ordinarily Resident (NOR): FP-8

Ordinarily Resident (OR): FSN-6

The U.S. Embassy in Bangkok is seeking an individual for the Preventive Maintenance Supervisor position of in its Facilities Management Office (FM) located at the Main Annex compound, Bangkok.

BASIC FUNCTION OF POSITION:

Serve as the Preventive Maintenance Supervisor for Facilities Management. Provide advanced technical knowledge and skills in analyzing problems and determining solutions, and direct and supervise currently 18 multi-skilled tradesmen, foremen and plant operators to perform preventive maintenance services.

QUALIFICATIONS REQUIRED:

NOTES: (1) All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. (2) For AEFMs, EFM’s and MOH’s, please see Post “Additional Selection Criteria” at the beginning of the “Employment Opportunities for U.S. Citizen Eligible Family Members (AEFMs), Eligible Family Members (EFMs), Members of Household (MOHs) and Current Locally Employed (LE) Staff Employees” or on the Bulletin Board in HR or on the Website.

(1) Completion of high vocational school in Electrical, Mechanical, or Industrial field; (2) Four years experience at the

journeyman level in maintenance and repair, construction, installation, test and commissioning the systems with a multi-trade industry/construction, with one year’s supervisory experience; **(3)** Level 3 (good working knowledge) speaking/reading/writing English and Level 4 (Fluent) speaking/reading/writing Thai; **(4)** Must be able to operate Microsoft Office desktop applications; **(5)** Must be able to use and calibrate highly specialized equipment, e.g., fire alarm, power quality measurement “Fluke 43”; **(6)** Must possess a valid Thai driver’s license.

SELECTION PROCESS:

When equally qualified, U.S. citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

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CLOSING DATE FOR THE POSITION: MAY 21, 2009

[FSN#2009/67](#)

[Preventive Maintenance Supervisor](#)

OPEN TO: All Interested Candidates

POSITION: Preventive Maintenance Supervisor, FSN-7; FP-7

OPENING DATE: May 8, 2009

CLOSING DATE: May 21, 2009

WORK HOURS: Full-time; 40 hrs/week

SALARY:

Not Ordinarily Resident (NOR): FP-7

Ordinarily Resident (OR): FSN-7

The U.S. Embassy in Bangkok is seeking an individual for the Preventive Maintenance Supervisor position of in its Facilities Management Office (FM) located at the Main Annex compound, Bangkok.

BASIC FUNCTION OF POSITION:

Serve as the Preventive Maintenance Supervisor for Facilities Management. Provide advanced technical knowledge and skills in analyzing problems and determining solutions, and direct and supervise currently 18 multi-skilled tradesmen, foremen and plant operators to perform preventive maintenance services.

QUALIFICATIONS REQUIRED:

NOTES: (1) All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. (2) For AEFMs, EFM's and MOH's, please see Post "Additional Selection Criteria" at the beginning of the "Employment Opportunities for U.S. Citizen Eligible Family Members (AEFM's), Eligible Family Members (EFM's), Members of Household (MOH's) and Current Locally Employed (LE) Staff Employees" or on the Bulletin Board in HR or on the Website.

(1) Completion of high vocational school in Electrical, Mechanical, or Industrial field; (2) Five years' experience at the journeyman level in maintenance and repair, construction, installation, test and commissioning the systems with a multi-trade industry/construction, with one year's supervisory experience; (3) Level 3 (good working knowledge) speaking/reading/writing English and Level 4 (Fluent) speaking/reading/writing Thai; (4) Must be able to operate Microsoft Office desktop applications; (5) Must be able to use and calibrate highly specialized equipment, e.g., fire alarm, power quality measurement "Fluke 43"; (6) Must possess a valid Thai driver's license.

SELECTION PROCESS:

When equally qualified, U.S. citizen Eligible Family Members (AEFM's) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

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CLOSING DATE FOR THE POSITION: MAY 21, 2009

[FSN#2009/71 \(T\)](#)

[Safety Program CoordinatorSafeT](#)

OPEN TO: All Interested Candidates

POSITION: Safety Program Coordinator, FSN-7; FP-7, Trainee

OPENING DATE: May 8, 2009

CLOSING DATE: May 21, 2009

WORK HOURS: Full-time; 40 hrs/week

SALARY:

Not Ordinarily Resident (NOR): FP-7

Ordinarily Resident (OR): FSN-7

The U.S. Embassy in Bangkok is seeking an individual for the position of Safety Program Coordinator in its Facilities Management Office (FM), Rajdamri compound, American Embassy, Bangkok

BASIC FUNCTION OF POSITION:

Incumbent serves as the Safety Program Coordinator with responsibility for assisting the Administrative Assistant and Post Occupational Safety and Health Officer (POSHO) in carrying out the day-to-day functions of the Safety, Health and Environmental Management (SHEM) and Fire Protection Division (FIR) programs at post; assures that all government-owned

and leased property meet all Departmental Requirements. Incumbent reports directly to the Administrative Assistant.

QUALIFICATIONS REQUIRED:

NOTES: (1) All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. (2) For AEFMs, EFMs and MOHs, please see Post “Additional Selection Criteria” at the beginning of the “Employment Opportunities for U.S. Citizen Eligible Family Members (AEFMs), Eligible Family Members (EFMs), Members of Household (MOHs) and Current Locally Employed (LE) Staff Employees” or on the Bulletin Board in HR or on the Website.

(1) A minimum of College or University studies in Business Administration or Environmental Science or related field; (2) Minimum two years’ experience in the maintenance or construction field performing work related to occupational safety, health, and environmental programs for remote and complex facilities with two years’ experience as construction supervisor; (3) Level IV (Fluent) speaking/reading/writing English and Thai; (4) Standard computer skills to include specialized software, database management, spreadsheets, or related applications.

SELECTION PROCESS:

When equally qualified, U.S. citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

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CLOSING DATE FOR THE POSITION: MAY 21, 2009

[FSN#2009/71](#)

[Safety Program Coordinator](#)

OPEN TO: All Interested Candidates

POSITION: Safety Program Coordinator, FSN-8; FP-6

OPENING DATE: May 8, 2009

CLOSING DATE: May 21, 2009

WORK HOURS: Full-time; 40 hrs/week

SALARY:

Not Ordinarily Resident (NOR): FP-6

Ordinarily Resident (OR): FSN-8

The U.S. Embassy in Bangkok is seeking an individual for the position of Safety Program Coordinator in its Facilities Management Office (FM), Rajdamri compound, American Embassy, Bangkok

BASIC FUNCTION OF POSITION:

Incumbent serves as the Safety Program Coordinator with responsibility for assisting the Administrative Assistant and Post Occupational Safety and Health Officer (POSHO) in carrying out the day-to-day functions of the Safety, Health and Environmental Management (SHEM) and Fire Protection Division (FIR) programs at post; assures that all government-owned and leased property meet all Departmental Requirements. Incumbent reports directly to the Administrative Assistant.

QUALIFICATIONS REQUIRED:

NOTES: (1) All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. (2) For AEFMs, EFM's and MOHs, please see Post "Additional Selection Criteria" at the beginning of the "Employment Opportunities for U.S. Citizen Eligible Family Members (AEFM's), Eligible Family Members (EFM's), Members of Household (MOHs) and Current Locally Employed (LE) Staff Employees" or on the Bulletin Board in HR or on the Website.

(1) A minimum of College or University studies in Business Administration or Environmental Science or related field; (2) Minimum two years' experience in the maintenance or construction field performing work related to occupational safety, health, and environmental programs for remote and complex facilities with three years' experience as construction supervisor; (3) Level IV (Fluent) speaking/reading/writing English and Thai; (4) Standard computer skills to include specialized software, database management, spreadsheets, or related applications.

SELECTION PROCESS:

When equally qualified, U.S. citizen Eligible Family Members (AEFM's) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

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CLOSING DATE FOR THE POSITION: MAY 21, 2009

[FSN#2009/72 \(T\)](#)

[Visa Assistant](#)

OPEN TO: All Interested Candidates

POSITION: Visa Assistant, FSN-7; FP-7, Trainee

OPENING DATE: May 15, 2009

CLOSING DATE: May 28, 2009

WORK HOURS: Full-time; 40 hrs/week

SALARY:

Not Ordinarily Resident (NOR): FP-7
Ordinarily Resident (OR): FSN-7

The U.S. Embassy in Bangkok is seeking an individual for the position of Visa Assistant in its Consular Section, located at 95 Wireless Road, American Embassy Bangkok.

BASIC FUNCTION OF POSITION:

Perform a full range of immigration visa services for Thai cases. Receive visa applicants a supporting documents, prescreen case, advise officers on Thai Cultural and social issue, process applications, deal with complaints and explain the visa process to members of the public. Responsible for file maintenance and data correction in the IV automated systems. Prepare cases for interview and advise interviewing officer on missing, incomplete or potentially fraudulent documents. Serve as back up in the absence of the supervisor.

QUALIFICATIONS REQUIRED:

NOTES: (1) All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. (2) For AEFMs, EFMs and MOHs, please see Post “Additional Selection Criteria” at the beginning of the “Employment Opportunities for U.S. Citizen Eligible Family Members (AEFMs), Eligible Family Members (EFMs), Members of Household (MOHs) and Current Locally Employed (LE) Staff Employees” or on the Bulletin Board in HR or on the Website.

(1) Completion of college degree; (2) At least three years of progressively responsible experience in work involving the applications or regulatory materials as well as experience in public contacts; (3) Level IV(Fluent) speaking/reading/writing English and Thai is required; (4) Must possess knowledge of general office procedures and basic mathematic skills and basic knowledge of computer operation, including Microsoft Office applications; (5) Must complete or demonstrate ability to complete the FSI courses before being eligible for the full performance level; (6) Familiarity with Thai society and culture and ability to work under constant pressure and apply good judgment in referring matters to supervisors.

SELECTION PROCESS:

When equally qualified, U.S. citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

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Fax: 02-205-4928

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CLOSING DATE FOR THE POSITION: May 28, 2009

Visa Assistant

OPEN TO: All Interested Candidates

POSITION: Visa Assistant, FSN-8; FP-6

OPENING DATE: May 15, 2009

CLOSING DATE: May 28, 2009

WORK HOURS: Full-time; 40 hrs/week

SALARY:

Not Ordinarily Resident (NOR): FP-6

Ordinarily Resident (OR): FSN-8

The U.S. Embassy in Bangkok is seeking an individual for the position of Visa Assistant in its Consular Section, located at 95 Wireless Road, American Embassy Bangkok.

BASIC FUNCTION OF POSITION:

Perform a full range of immigration visa services for Thai cases. Receive visa applicants a supporting documents, prescreen case, advise officers on Thai Cultural and social issue, process applications, deal with complaints and explain the visa process to members of the public. Responsible for file maintenance and data correction in the IV automated systems. Prepare cases for interview and advise interviewing officer on missing, incomplete or potentially fraudulent documents. Serve as back up in the absence of the supervisor.

QUALIFICATIONS REQUIRED:

NOTES: (1) All applicants must address each selection criterion detailed below with specific and comprehensive information

supporting each item. **(2)** For AEFMs, EFMs and MOHs, please see Post “Additional Selection Criteria” at the beginning of the “Employment Opportunities for U.S. Citizen Eligible Family Members (AEFMs), Eligible Family Members (EFMs), Members of Household (MOHs) and Current Locally Employed (LE) Staff Employees” or on the Bulletin Board in HR or on the Website.

(1) Completion of college degree; **(2)** At least three years of progressively responsible experience in work involving the applications or regulatory materials as well as experience in public contacts; **(3)** Level IV(Fluent) speaking/reading/writing English and Thai is required; **(4)** Must possess knowledge of general office procedures and basic mathematic skills and basic knowledge of computer operation, including Microsoft Office applications; **(5)** Must successfully pass the FSI required courses; **(6)** Familiarity with Thai society and culture and ability to work under constant pressure and apply good judgment in referring matters to supervisors.

SELECTION PROCESS:

When equally qualified, U.S. citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

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CLOSING DATE FOR THE POSITION: May 28, 2009
